

AGENCY PROMOTION POLICY

Questions Regarding Policy As It Now Exists

1. What are the various factors used by your office in determination of promotion?
 - a) time in grade
 - b) education
 - c) age, experience and potential
 - d) performance - present job, past jobs
 - e) specialized experience or training
 - f) fitness reports
 - g) recommendations from supervisors
 - h) position/incumbent grade (headroom)
2. Who decides criteria? By whom and how can it be changed?
3. What is the composition of the group deciding promotions? What Grade level? Is it the regular career board or a splinter group? Are assignments to board rotated?
4. Is there a ranking exercise separate from a promotion exercise? Why?
5. To what degree is the CSGA useful or restrictive? Are exceptions sought in unusual headroom situations (such as current restricted promotion possibilities)?
6. Would you care to see a more centralized system regarding promotion policy throughout Agency?
7. Do you feel the Agency should adopt the Civil Service policy of incumbent occupying a position with grade similar to his own? Do you see major benefits in our system?
8. What is your position regarding PRA's -- should they continue to be allowed? Should they be monitored better? What should maximum duration be? What pressures mitigate for or against their use at present? Is there a concerted effort to promote incumbents with maximum headroom?

9. How many promotion rankings are conducted each year?
Is this rigid?
10. To what extent are promotions and promotion policy
tied in with long range progression?
11. What, if any, new procedures or radical departures
would you wish to see implemented in your office or
the Agency?